11 January 1974

MEMORANDUM FOR: Records Administrative Branch

Request for Change to Records SUBJECT

Control Schedule No. 23-72.

It is requested that the following change be made to the Office of Current Intelligence Record Control Schedule 23-72.

## European Division:

Regional and Organizational Branch. disposition instruction of Item No. 1 "Ro and Economic Activities Files," should be changed to read as follows:

"Temporary. Screen files periodically, destroy files when no longer of current interest (except that inactive files determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed.)"

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Records Management Officer, OCI

STATINTL

APPROVED:

Chief

Records Administration Branch

- 40		RECORDS CONTROL SCHEDULE	JULI	7317 <u>A000100230002-7</u> 80. 23-72	25X1A
1		RECORDS COMIROL SCHEDULE	4	CONCUR	
ı	OFFICE,	DIVISION, BRANCH		SIGNATURE	
	00	CI/EUR/RO			
l				TITLE Chief, Regional	& DATE
⊦			1	Organizations Bra	anch 18 lply 7
	NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION I	NSTRUCTIONS
1B	1		20.0	Temporary. Destroy Review and purge fil Screen plus periodical when his larger of our that wacture fills de juture value may be Records Center for a a period, then blestre (see Memo attal II Jan 74)	les annually.  Ly, distry files  with interior (except
	2	.s	10.0	Temporary. Destroy Review and purge fi	when obsolete. les annually.
	3.		10.0	Temporary. Destroy Review and purge fi	when obsolete. les annually.
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1 JAN 56 139 EDITIONS. SECULE

M NO.	Approved Felipase 2001/03/03 Cl	FINDLUME	DISPOSITION INSTRUCTIONS
4	REFERENCE PUBLICATIONS  These are unclassified publications, studies, and books, maintained in book-cases, which are needed by Branch analysts in the preparation of their reports, and in answering queries from outside the Agency as well as from other components within CIA. They include both official and unofficial material.	20.0	Temporary. Destroy when obsolete. Review and purge files annually.
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1 JAN 56 139a EDITIONS. RECORDS CONTROL SCHEDULE . CONTINUATION SHEET

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OF	ICE.	DIVISION, BRANCH		Commence to the for the one with
	00	CI, EUROPEAN DIVISION, NORTH EUROPEAN BRANCE	Ī	Chief, North European Branch 6/8/72
	ĖM O.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
]	-	CLASSIFIED CURRENT INTELLIGENCE FILES		
		These are the basic substantive files of the Branch. They are organized by countries, and, within them, by subject matter according to the same general	58.0	Temporary. Screen files periodically and destroy material no longer of current interest (except that inactive may be transferred to the Records Center for a two year retention period
	2	BRANCH PRODUCTION FILES		then destroyed).
		These are copies of all the Branch's work articles for the regular publications, memoranda, briefings, and miscellaneous work. They are maintained for reference purposes in each country file.	4.0	Temporary. Destroy when obsolete or no longer of current interest.
	3	NIS		
		These consist of finished National Intelligence Survey (NIS) sections on the eleven countries for which NE is responsible.	6.0	Temporary. Destroy when out of date.
	4	BRANCH ADMINISTRATIVE FILES		
		These consist of administrative notices and regulations received by the Branch as well as administrative guidelines and notes originating within the Branch. Some substantive material of interest to the whole Branch is also kept with this set of files.	3.0	Temporary. Destroy when obsolete or no longer needed. Retain in current files area. Screen files annually.
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FORM NO. 139 USE PRE ADDROVED FOR Release 2001/03/03 SCIA RDP78-07317A000100230002-7

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旅	*5 .	LIBRARY MATERIAL	Y OLUME	Did STITISK MONDOTIONS
		Books obtained on indefinite loan from the Agency Library and pertaining to the work of the Branch.	5.0	Temporary. Return to the Library upon request or when no longer needed.
	6	OTHER UNCLASSIFIED REFERENCE MATERIAL		2. 30+
(		This consists mostly of foreign newspaper and magazines, foreign books purchased for us in the field, and FBIS books.	s48.7	Temporary. Books to be offered to the Library when no longer needed. Destroy other material.
) 25X1C	7		1,0	Permanent. Disposal not authorized. Transfer to records center when no longer needed in current area.
	8	ANALYSIS REFERENCE FILES		
		This consists of reference materials used by the analysis on a daily basis.	23.0	Temporary. Screened and destroyed regularly.
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	FORM NO	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -	FRDP78	-07317A000100230002-7

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET 1 JAN 56 139a EDITIONS.

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Approved For Release 2001/03/03 : ÇIA-RDR78-07317A000100230002-7 25X1A 23/72 RECORDS CONTROL SCHEDULE CONCURRENCE SIGNAT OFFICE, DIVISION, BRANCH EUROPEAN DIVISION, SOUTHERN EUROPE TITLE CB/SUK BRANCH VOLUME CUBIC FT.) FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) DISPOSITION INSTRUCTIONS ITEM BRANCH ADMINISTRATIVE FILES Temporary. Screen files periodically, destroy Consist of memoranda and form documents 8.5 files when no longer of current interest reflecting substantive functions of the (except that inactive files determined to have branch activities. The file contains in future value may be transferred to the Records and out memos, position descriptions, Center for two years then destroyed). briefings, operational procedures, orientation lectures, and others. Filed according to subject. Notices and other (per memo 13 Jul 1973) papers relating to leave, overtime, personnel matters, travel, training, security, regulations, CIA notices and other. (Current) Branch administration memos, notices, JOT requirements, etc. 2 PRODUCTION FILES Temporary. Destroy when no longer 12.0 Items published by the branches of the needed for reference purposes. division which are retained for reference purposes. Filed by branch. These include CIB and CIWR items as well as memos. Published items produced by SUK. Clipped from CIB and CIWR. Also memos, briefing papers, and special projects. Filed chronologically. REFERENCE PERIODICALS 3 Temporary. Destroy when obsolete or 60.0 Open files of Foreign Affairs no longer needed. Quarterly, Statesman's Yearbook and other books. Open files of recent French, Italian, Spanish, British, and Canadian newspapers, magazines, parliamentary debates, records, etc.

FORM NO. 139 USE PREVIOUS 1 JAN 56 139 EDITIONS.

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PERSONNEL RECORD CARD	an I	
OF-4b "Employee Record Card" maintained for each employee in the Branch. Card contains record of all personnel actions.	0.2	Temporary. Destroy upon transfe separation of employee.
TS LOG		
Consists of logs maintained for control of TS cables and documents received in the Branch. Log contains signatures of recipients when disposition is made to other OCI Divisions. Maintained chronologically.	0.4	Temporary. Destroy 10 years aft documents have been destroyed, downgraded, or transferred out of the control area.
SPECIAL ASSISTANT FILES		
Consists of day-to-day working papers. Includes both substantive and administra- tive papers.	4.0	Temporary. Destroyed when actic completed.
CURRENT INTELLIGENCE FILES		
Collections of cables, airgrams, intelligence reports and other documents  prepared for OCI publications, memos and briefings.	75.0	Temporary. Screen files periodically, defiles when no longer of current interest (except that inactive files determined to future value may be transferred to the R Center for two years then destroyed).  (per memo 13 Jul 1973)
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	OF-4b "Employee Record Card" maintained for each employee in the Branch. Card contains record of all personnel actions.  TS LOG  Consists of logs maintained for control of TS cables and documents received in the Branch. Log contains signatures of recipients when disposition is made to other OCI Divisions. Maintained chronologically.  SPECIAL ASSISTANT FILES  Consists of day-to-day working papers. Includes both substantive and administrative papers.  CURRENT INTELLIGENCE FILES  Collections of cables, airgrams, intelligence reports and other documents	OF-4b "Employee Record Card" maintained for each employee in the Branch. Card contains record of all personnel actions.  TS LOG  Consists of logs maintained for control of TS cables and documents received in the Branch. Log contains signatures of recipients when disposition is made to other OCI Divisions. Maintained chronologically.  SPECIAL ASSISTANT FILES  Consists of day-to-day working papers. Includes both substantive and administrative papers.  CURRENT INTELLIGENCE FILES  Collections of cables, airgrams, intelligence reports and other documents  prepared for OCI publications, memos and

FORM NO. 139a USE PRE ADDROVED FOR RELEASE 2001/03/03 CHA-RDP78-07317A000100230002-7
RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

ITEM NO.	Approved Fall Release 2001/03/03 : CIA		07317A000100430914401 INSTRUCTIONS
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8,	NIS MATERIAL - OCI NIS Research Officer		
	a. Reference Publications - Published NIS sections.	6	Temporary. Destroy finished NIS Sections when published.
	b. Notes and Drafts - Special material for NIS Sections in process or in prospect.	5.4	Temporary. Destroy finished NIS Sections when published.
9	LIBRARY MATERIAL		
	Dictionaries, yearbooks, technical studies, and other reference works on indefinite loan.	24.5	Temporary. Return to Library when no longer needed.
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	Approved For Release 2001/03/03 : CIA	FAITT	9 <del>7317A000100230002-7</del> 23-71		25X1
RECORDS CONTROL SCHEDULE			CONCURRENCE		
			S1		
			TITLE	DATE	· · · · · · · · · · · · · · · · · · ·
EUROI	PEAN DIVISION - EASTERN EUROPE BRANCH		Chief, E.E. Branch	May	1972
NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION I	NSTRUCT I ONS	
1	BRANCH ADMINISTRATIVE FILE				
	Accumulates the general administration of the activities of the Branch. Consists of copies of correspondence, cables, directive, requirements and other memoranda accumulated in the Branch. The file also includes dispatches, duty lists, chronologies, and index to the Bulletin and other papers required for day to day operations. Official document are maintained elsewhere in the organization. Fixled by subject category. (1955 to date)		Temporary. Destro	d. Reta	in in
2,,,	LIBRARY MATERIAL				
7	A collection of technical books personally wwned or obtained on indefinit loan from the Library, or from Thompson Library. Included are Political Handbooks, books and other publications relat to the various countries of Eastern Europe.		Temporary. Dispos Return to CIA Libr needed.	al not a ary when	uthorized no longe
3	REFERENCE PUBLICATIONS				
	These are collections of published documents classified and unclassified obtained from various sources and maintained in the Branch for reference purposes.				
	(cont)				
FORM NO	Approved For Release 2001/03/03Q Approved	<b>₽₽</b> ₽78-	07317A000100230002-7		

ITEM NO.	Approved For Release 2001/03/03 : CIA	1000000	
3	a. This includes those portions of the CI Bulletin and the CIW Summary which were contributed by this Branch or other areas of interest to the analysts. Files are maintained by country and chronologically. (1960 to date)	8.0	Temporary. Retain indefinitely for reference purposes. Periodically review and destroy when no longer of current interest.
EC	b. Included in this group are National Intelligence Surveys, State Department Reports and classified studies.	16.0	Temporary. Retain indefinitely for reference purposes. Screen periodically and destroy when no longer of current interest.
	c. Included in this group are FBIS Reports, Press Review, newspapers and other unclassified research aids.	108.0	Temporary. Destroy when obsolete or no longer of current interest.
4	CURRENT INTELLIGENCE ANALYSTS FILES		
	These are collections of various types of documents and intelligence information relating to the Eastern European Satellite countries. Files are maintained by the individual analysts according to an area or assignment and are used as source and reference in preparing items for OCI publication and briefings.	,	
	Analysts Collections - Consist of all source documents containing intelligence information and maintained by each analyst according to his area of assignment. Filed according to National Standard numerical system.	200.00	Temporary. Screen files periodical and destroy material no longer of current interest (except that inactifiles determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed.)
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FORM NO. 139a USE PRE ADDROVED FOR RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

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	KECOKDS CONTROL SCHLDOLL		CONCURRENCE		
OFFICE DIVISION. BRANCH OFFICE OF CURRENT INTELLIGENCE, EUROPEAN DIVISION, SOVIET EXTERNAL BRANCH			TITLE DATE Chief, Soviet External Branc	h 19 July	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1	CURRENT INTELLIGENCE FILES				
	These are collections of various source documents containing intelligence information relating to Soviet External Affairs. Files are maintained by analysts or at the Branch level according to an are of interest or assignment and are utilized for reference purposes in preparing contributions to Current Intelligence Publications or briefings.  Included are Central Intelligence Bulletin Weekly Review, Intelligence Memos, NIEs, and SNIEs, NIS, Soviet Developments, Current Sino-Soviet Relations, Briefings, Trends, etc.	a	Temporary. Screen periodicically and destroy that matellonger needed (except that imaterial determined to have value may be transferred to Records Center for a two year period, then destroyed).	rial no nactive future the	
la	COUNTRY FILES				
	Consists of the analysts' collections of information reports, cables, extracts, notes and other papers on US policy toward the following geographic areas: South East Asia, Far East, Middle East, Africa, Latin America, Western & Eastern Europe, and US-USSR.	120.0	Temporary. Screened period destroyed when no longer nee that material determined to value may be transferred to Center for a two year period destroyed.	ded (excep have futur the Record	
2	PROJECT FILES				
	Current Intelligence Materials that have come about as a result of the Moscow	12.0	Temporary. Material retain ly or when transferred to Re	ed indefir cords Cent	

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	summit meeting. Daily cables to and from	for a 2 year period, then destroyed.
3	the field, and memos concerning the SALT talks.  REFERENCE MATERIAL	
	Consists of collections of publication other offices and agencies which are	ns from Temporary. Destroy when obsolete or
	maintained for reference and use of the Branch. Included are newspapers, periodicals, dictionaries, FBIS books, etc.	18 no longer of current interest.
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1 JAN 56 139a EDITIONS. RECORDS CONTROL SCHEDULE . CONTRUATION SHEET

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RECORDS CONTROL SCHEDULE		CONCURRENCE		
DIVISION, BRANCH	Killimanananin bixti iğir 1301			
ICE OF CURRENT INTELLIGENCE-SOVIET INTERNAL	BRANCH	Chief, Soviet Internal Branch 9 May		
FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
BRANCH ADMINISTRATIVE FILE				
Consists of memoranda, notes, notices and other documents necessary for day to day operations of Branch activities and in maintaining liaison activities with other agencies. Some of the specific subject titles are Meetings, Liaison, NSC, FDD, and others.		Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.		
REFERENCE PUBLICATIONS FILE				
Consists of collections of publications from other offices and agencies which are maintained for reference and use of the branch. These include FBIS, Rand Reports, FDD Summaries, Current Digest of the Soviet Press, Soviet newspapers, periodicals and others.	85.0	Temporary. Destroy when obsolete or no longer of current interest.		
LIBRARY MATERIAL				
A collection of technical and general reference books obtained from the library or indefinite loan and used as aids in preparing contributions. Included are foreign language dictionaries, the Soviet Encyclopedia, Soviet Civil Law and others relating to Soviet affairs.	32.0	Temporary. Return to the library when no longer needed for current reference		
	CCE OF CURRENT INTELLIGENCE-SOVIET INTERNAL  FILES IDENTIFICATION  (TITLE, DESCRIPTION, AREANGEMENT, AND INCLUSIVE DATES)  BRANCH ADMINISTRATIVE FILE  Consists of memoranda, notes, notices and other documents necessary for day to day operations of Branch activities and in maintaining liaison activities with other agencies. Some of the specific subject titles are Meetings, Liaison, NSC, FDD, and others.  REFERENCE PUBLICATIONS FILE  Consists of collections of publications from other offices and agencies which are maintained for reference and use of the branch. These include FBIS, Rand Reports, FDD Summaries, Current Digest of the Soviet Press, Soviet newspapers, periodicals and others.  LIBRARY MATERIAL  A collection of technical and general reference books obtained from the library or indefinite loan and used as aids in preparing contributions. Included are foreign language dictionaries, the Soviet Encyclopedia, Soviet Civil Law and others	ICE OF CURRENT INTELLIGENCE-SOVIET INTERNAL BRANCH  FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)  BRANCH ADMINISTRATIVE FILE  Consists of memoranda, notes, notices and other documents necessary for day to day operations of Branch activities and in maintaining liaison activities with other agencies. Some of the specific subject titles are Meetings, Liaison, NSC, FDD, and others.  REFERENCE PUBLICATIONS FILE  Consists of collections of publications from other offices and agencies which are maintained for reference and use of the branch. These include FBIS, Rand Reports, FDD Summaries, Current Digest of the Soviet Press, Soviet newspapers, periodicals and others.  LIBRARY MATERIAL  A collection of technical and general reference books obtained from the library or indefinite loan and used as aids in preparing contributions. Included are foreign language dictionaries, the Soviet Encyclopedia, Soviet Civil Law and others		

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EM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	CURRENT INTELLIGENCE FILES		
	documents containing intelligence infor-		
	a. Source Material - Consists of the analysts' collections of information reports, cables, extracts, notes and other papers on individual areas of interests. Filed by subject.	70.0	Temporary. Screen periodicals periodically and destroy that material no longer needed (except that inactive material determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed).
		16.0	Temporary. Screen periodically and destroy these no longer of current interest.
	c. Clipped Items - These items have been clipped from Current Intel- ligence publications and maintained at the Branch level for reference purposes.	3.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.
	d. Biographic Card Files - Consists of 3 x 5 and 5 x 8 cards containing information on Soviet personalities, positions occupied, organizations, political groups and other committees. Filed by category.	14.0	Temporary. Retain indefinitely. Screen periodically and destroy that material no longer of interest.
	4	These are collections of various source documents containing intelligence information relating to Soviet Internal Affairs Files are maintained by analysts or at the Branch level according to an area of interest or assignment and are utilized for reference purposes in preparing contributions to Current Intelligence Publications or briefings.  a. Source Material - Consists of the analysts' collections of information reports, cables, extracts, notes and other papers on individual areas of interests. Filed by subject.  c. Clipped Items - These items have been clipped from Current Intelligence publications and maintained at the Branch level for reference purposes.  d. Biographic Card Files - Consists of 3 x 5 and 5 x 8 cards containing information on Soviet personalities, positions occupied, organizations, political groups and other committees.	These are collections of various source documents containing intelligence information relating to Soviet Internal Affairs. Files are maintained by analysts or at the Branch level according to an area of interest or assignment and are utilized for reference purposes in preparing contributions to Current Intelligence Publications or briefings.  a. Source Material - Consists of the analysts' collections of information reports, cables, extracts, notes and other papers on individual areas of interests. Filed by subject.  c. Clipped Items - These items have been clipped from Current Intelligence publications and maintained at the Branch level for reference purposes.  d. Biographic Card Files - Consists of 3 x 5 and 5 x 8 cards containing information on Soviet personalities, positions occupied, organizations, political groups and other committees.

	RECORDS CONTROL SCHEDULE	ب د د تصدیر	23/ / 2
	RECORDS CONTROL SCHEDOLS		CONCURRENCE
OFFICE.	DIVISION. BRANCH		SIGNATURE
	FAR EAST DIVISION - OFFICE OF THE CHIEF		Chief, Far East Division
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	PERSONNEL RECORD FILE		
	Consists of file folders for administrative purposes and history of Division personnel.	2.0	Temporary. Destroy upon separation or transfer of employees.
2	ADMINISTRATIVE RECORD FILE		
	Consists of memoranda and form documents required in administration of Division duties. Subjects included are Procedures, Requirements, Training, Travel, Personnel, Regulations, memoranda, etc.	2.0	Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.
3	GENERAL REFERENCE FILE		
	Collection of various publications, Division contributions to OCI publications, memos, and other types of publications con- taining information relating to the Divi- sion.	3.8	Temporary. Review files periodically and destroy material no longer of current interest.
4	TS LOG		
	Consists of log used to record receipt and distribution of TS cables and documents in the Division.	.2	Temporary. Destroy 10 years after do ments shown on forms are downgraded, transferred to Records Center, destro or sent outside Control point.

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ITEM NO.	Approved Idar Release 2001/03/03 : CI	- WITHING S	U/31/AUUU1UM28UUM2n/INSTRUCTIONS
5	Consists of collection of unclassi- fied publications, FBIS reports and other periodicals relating to the Far East Division.	7.5	Temporary. Destroy when obsolete or no longer needed for current reference
6	NSSMs  Consists of completed and pending NSSMs and related documents.	2.0	Temporary. Destroy when obsolete or no longer needed for current reference
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	AND AND ALL CAUPAINE	1	23/72 <b>25XTA</b>
	RECORDS CONTROL SCHEDULE	CONCURRENCE	
ICE.	DIVISION, BRANCH		S I GN ATURE
	FAR EAST DIVISION - Production Research Of	ficer	Production Research Officer
Ем	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	Consists of published NIS sections on the Far East Division, drafts of NIS sections in various stages of production, instructions and general guidance material for producing the NIS, and a few basic documents for factual reference, and administrative memoranda covering such things as schedules, transmittal sheets, inquiries to the field, and comments of the reviewing agencies.	7.0	Temporary. Published sections are destroyed when superseded. Drafts are destroyed when the section is published. Other material destroyed when obsolete.

	RECORDS CONTROL SCHEDULE	23-	
ICF. B	DIVISION. BRANCH		SIGNATURE
	Vietnam Task Force - Far East Division		TITLE DATE Chief, Vietnam Task Force - 5 June 197
EM	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	ADMINISTRATIVE FILE  Consists of memoranda and form documents required in administration of Task Force activities. Subjects included are Procedures, Requirements, Training, Personnel, Regulations, memoranda, and others	0.0	Temporary. Destroy after 1 year or when superseded. Review file annuall and destroy inactive material.
2.	Collection of various publications, bas Vietnamese documents, Task Force contributions to OCI publications, memos, State Dept. reports, and other types of publications containing information relating to the Task Force. Files maintained on Task Force level by categories and chronologic thereunder.	32.0	Temporary. Review files annually and destroy material no longer of current interest.
3.	TS LOGS  Consists of Logs used to record receipt and distribution of TS cables and documer in the Task Force.	as 1.0	Temporary. Destroy 10 years after documents shown on forms are downgraded, transferred to Records Cente destroyed, or sent outside control point.
4.	LIBRARY MATERIAL  Books relating to Vietnam, Also included language dictionaries and gazeteers.	đes 2.0	Temporary. Disposal not authorized. Return to Library when no longer nee for current reference.

ITÉM NO.		FILES IDENTIFICATION		
5	REFERE	NCE PERIODICALS		
	nowena	ists of collection of publications pers, FBIS reports, and other peri relating to Vietnam.	10.0	Temporary. Destroy when obsolete or no longer needed for current reference.
6	CURREN	T INTELLIGENCE ANALYSTS FILE		
	intell nam. or ana	sists of source documents containing to Vieu Files are maintained by the Branch alysts according to areas of interest are used as reference and source fring contributions to publications ings.	est.	
	a.	Source material - Consists of inf mation reports, clippings, notes, cables, abstracts, and other type of documents containing intellige information of interest to analys Files by subject and area.	s nce	Temporary. Screen files periodically and destroy inactive material no longe of current interest.
IB	b.	Card files - clippings, filed alphabetically a by country.	1.0	no longer of current interest.
	C.	Other Files - special studies, co tributions to special projects ar other misc.	on- ad 1.0	longer of current interest.
	đ.	Classified Maps - Enemy order of battle.	8.0	longer of current interest.
	е.	Film Records - Consists of Milita Assistance Command, Vietnam Intel Summary, and Weekly Intelligence Estimate Update.	L 1 •	Temporary. Destroy after twenty-five years. Transfer to the Records Cente when no longer needed for current refence. At the end of twenty-five year files are to be returned for review.

	RECORDS CONTROL SCHEDULE	,	23-72 CONCURRENCE
DEE ICE	DIVISION. BRANCH		SIG
	R EAST DIVISION - SOUTHEAST ASIA BRANCH		Chief, Southeast Asia
ITEM	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
NO.	REFERENCE PUBLICATIONS FILES	1.0	
-	These include publications produced by the Agency and material from other sources which are retained for reference purposes.	1	Temporary. Destroy when supersede or no longer needed for reference purposes.
2	BRANCH PRODUCTION FILES  Consists of items contributed by this Branch and other offices and those published in the Bulletin, Weekly Review and FE Highlights. Items are clipped and filed chronologically in notebooks under a major subdivision by country. Maintained for Branch reference.	9.0	Temporary. Destroy when no longe needed for reference purposes.
3	LIBRARY MATERIAL  A collection of books and magazines for use as background material for this geographical area.	14.0	Temporary. Return to the Library when no longer needed for referen purposes.
4	TARREST LICENCE ANALYSTS FILES	82.0	
	These are collections of all source documents and intelligence information relating to the countries of Southeast		Temporary. Screen files periodi and destroy material that is obs or no longer needed for reference poses (except that material which determined to have future value transferred to the Records Center two-year period, then destroyed.

EM NO.	Approved For Release 2001/03/03: 6 FILES IDENTIFICATION	J. WHITE IT	-07317A00019146919164-1/nstructions
4	CURRENT INTELLIGENCE ANALYSTS FILES (conto	i)	
	Files are maintained by individual analystaccording to area of assignment. Files are used as reference and source in preparing items for OCI publications and briefings.	ES	
	a. Source Material - includes information reports, cables, notes, clippings, maps, extracts from reports and other types of documents containing information of interest to the analyst. Filed by country and subject.		
5	NIS PUBLICATIONS		
	Publications put out by the National Intelligence Studies Program on individua countries for reference by analysts.  (Discontinued)	1	Temporary. Screen files periodicall and destroy sections that have been replaced by current editions.
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	Approved For Release 2001/03/03 : CIA RECORDS CONTROL SCHEDULE SECRE		23-72
1	RECORDS CONTROL SCHEDULE SECOND		CONCURRENCE
OFFICE,	DIVISION, BRANCH		
FAR E	AST DIVISION - NORTH ASIA BRANCH		Chief, North Asia Branch JUNE
		VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	(CUBIC FI.)	
1	BRANCH PRODUCTION FILES  a. Consists of the items contributed by this Branch and published in the CIB, Weekly and Highlights. Items are clipped from the publications and maintained in notebooks and envelopes.	3.0	Temporary. Destroy when no longer needed for reference purposes.
	Files maintained by country for reference by the analysts. (1955 to date)  b. Copies of memos, Intelligence and Personnel. Retained for reference purposes.	1.0	Temporary. Destroyed when no longe needed for reference purposes.
2.	LIBRARY MATERIAL		l and puthorize
A.		9.0	Temporary. Disposal not authorize Return to the Library when no long needed for reference purposes.
3.	CURRENT INTELLIGENCE FILES	44.0	
A	A collection of all source documents containing intelligence information relating to are maintained by the analysts according to individual assignments or areas of interest and are used in preparing items for inclusion in OCI publications and for briefings. The files contain cables, information reports, maps, extracts, notes, and publications or reports from other agencies. Files by country and subject.	r	Temporary. Destroy when obsolete no longer needed for reference purposes. Screen files periodical to remove inactive material (mater which may have future value may be transferred to the Records Center for a two year period then destroy

FORM NO. 139 USE PREVIOUS 1 JAN 56

	IVISION. BRANCH EAST DIVISION - CHINA I	RANCHES	TITLE DATE 1070
ЕМ	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
I	Consists of memoranda and form documents required in administration of Branch activities. Subjects included are Procedures, Requirements, Training, Personnel Regulations memoranda and others.		Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.
	Collection of various publications, basic Chinese documents, Branch contributions to OCI publications, weekas, memos, watch reports, State Dept. Reports and Dispatches and other types of publications containing information relating to Branche Files maintained on Branch level by categories and chronologically thereunder.	16.0	Temporary. Review files annually and destroy material no longer of current interest.
3	Consists of Logs used to record receipts and distribution of TS cables and documents in the Branches.	2.0	Temporary. Destroy 10 years after documents shown on forms are downgraded, transferred to Records Cente destroyed or sent outside control po
4	LIBRARY REFERENCE PERIODICALS  Consists of collection of publication newspapers, FBIS reports, and other periodicals relating to China and Far East area.	ns,55.0	Temporary. Destroy when obsolete or no longereneeded for current referer

TEM NO.	Appropred निस्तानिवरिष्ट्रमञ्ज्ञ 2001/03/03 : अस्	Property of Proper	
*5	CURRENT INTELLIGENCE ANALYSTS FILES		
, В	Consists of source documents, clippings, and publications containing intelligence information relating to China and Far East area, Sino-Soviet relations, foreign policies, and military activities. Files are maintained by the Branch or analysts according to areas of interest. Files are used as reference and source in preparing contributions to publications and briefings.	85.0	Temporary. Screen files periodically and destroy inactive material no longer of current interest (except to material which is determined to have future value may be transferred to the Records Center for a two year period and then destroyed).
В	Card Files - Consists of	26.0 ,	Temporary. Destroy when obsolete or no longer of current interest.
	clipped items from publications and other groupings of special interest. Filed alphabetically and by country.		

	Approved For Release 2001/03/03 : CIA RECORDS CONTROL SCHEDULE	CKE18-	<b>D7347A000100230002-7</b> 25X1A
			CONCURRENCE
FFICE, D	DIVISION, BRANCH		SIGN
MID	DLE EAST AFRICA DIVISION, OFFICE OF THE CH	IEF	Deputy Chief, MZEAD/OCI 26 June
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	ADMINISTRATIVE FILE		
	These are memoranda, notices and form documents reflecting the administrative and substantive functions of the Division activities in producing current intelligence on the countries of the Middle East Africa Division. Specific subject titles include, Procedures, Notices and Regulations, Job Descriptions, Training and Others. Fiels are essentially documented in the Support Staff.	2.0 Y	Temporary. Destroy when obsolete no longer needed. Retain in curr file area. Review files annually
2.	PERSONNEL ADMINISTRATIVE FILES		
	Consists of individual folders maintained on division personnel for convenience of reference. Files are essestially duplicates of those maintained by the Administrative Branch but are retained for supervisory purposes.	2.0	Temporary. Destroy upon separati or transfer of employee.
3.	REFERENCE PUBLICATIONS		
	Copies of publications received from various sources and maintained for reference of Division personnel. Included are National Intelligence Estimates, OCI publications, State Department Reports, Handbooks and various Journals. Filed according to title or category.	3.0	Temporary. Destroy copies as the are superseded and others on a monthly basis.

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4.		-	
* •	TS LOGS		
	Consists of logs used to record receipt and distribution of TS cables and documents in the Division. Also includes logs dated prior to 1955 which were acquired during reorganization. Files chronologically.	1.0	Temporary. Destroy 10 years afte document shown on forms are downgraded, transferred to the Record Center, destroyed or sent outside control point.
5.	TS DESTRUCTION RECORDS		
	These are certificates for recording destructions of TS material. Certificates contain signatures of witnessing officers. Copy furnished to Section Registration. (1963 to date)	.1	Temporary. Destroy after 2 years Retain in current files area for 2 years, then destroy.
5.	DIVISION PRODUCTION FILES		
	Intelligence Memos-copies of memos covering items of significant interest to the office. Items may or may not appear in publications or be used for briefing purposes. Maintained for reference of Division Personnel.	1.0	Temporary. Retain indefinitely i current files area.
7.	BRIEFING AND PRESENTATIONS FILES		
	These are the Division contributions for formal briefings and presentations for DCI, NSC and others. Record copies maintained by Presentation Staff. (1960 to date)	1.0	Temporary. Destroy after 5 years Retain in current files area for 5 years then destroy.
8.	AD HOC COMMITTEE FILES		
	These are working papers and publications maintained for the Chairman of the Working Group, USIB Ad Hoc Committee on Arab-Israeli Sitaution. Record copies	2.0	Temporary. Destroy when group is dissolved and papers have served the purpose for which created.

	RECORDS CONTROL SCHEDULE	23/72 CONCURRENCE	
FFICE	FFICE, DIVISION, BRANCH		SIGN
MI	DDLE EAST AFRICA DIVISION - RESEARCH OFFICE	RS	Deputy Chief, MEAD/OCI 29 June
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	NIS ADMINISTRATIVE MATERIAL		
	NIS schedules, program outlines, individual chapter guides, published NIS chapters dealing with Middle EAst and Africa; work notes, records, and rough drafts of NIS publications and graphics in process and completed; working manuscripts.	2.0	Temporary. Destroy when no longer needed or when superseded by more recend material.
2.	RESEARCH MATERIAL FOR NIS PROGRAM		
	Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Middle East and Africa, used to keep Research Officers au courant during the period of preparation of specific NIS chapters.	2.0	Temporary. Destroy when no longer needed for specific purpose.
3.	LIBRARY MATERIAL		
	Books, journals, pamphlets dealing with Middle East and Africa and containing basic information both current and historical, of value in connection with NIS program. Includes censuses, rules of parliamentary and election procedures, annual reports of ministeries, periodical publications, of major political parties, five-year plans, national constitutions, guidebooks and handbooks.	.5	Temporary. Return to Library when no longer needed for reference purposes.

FORM NO. 139 USE PRE Approved For Release 2001/03/03 : CIASED 78-07317A000100230002-7

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Approved For Release 2001/03/03 : GARDP18-07347A000100230002-7 RECORDS CONTROL SCHEDULE 25X1A CONCURRENCE OFFICE. DIVISION, BRANCH MIDDLE EAST AFRICA DIVISION -Deputy Chief, MEAD/OCI FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) VOLUME CUBIC FT. DISPOSITION INSTRUCTIONS ITEM NO. REFERENCE PUBLICATIONS FILES 1. Temporary. Destroy when superseded 5.0 These are publications obtained from or when publication becomes obsolete. various sources and utilized by the analysts in preparing branch contributions to OCI publications. Included are Foreign newspapers, FBIS reports, and others. BRANCH PRODUCTION FILE 2. Temporary. Retain indefinitely in a. Clipping Books - contain items 2.0 current files area. Screen annually taken from the Bulletin or and destroy obsolete material. Weekly which were contributed by the Branch for publication. File maintained for reference (1960 to date) purposes. Temporary. Screen periodically and 1.0 b. Special Reports - consists of destroy when no longer needed for contributions to the Watch Comreference purposes. mittee, items for NSC briefings, Presidential Briefings, Debriefings and other special reports produced by the Branch, maintained for reference purposes 3. LIBRARY MATERIAL Temporary. Return to the Library 10.0 A collection of books relating to 25X1A when no longer needed for reference Middle East and other purposes. areas and topics in which the Branch maintains an interest.

ITEM NO.	APPIPILES IDENTIFICATIONS 200 1700/00 : 31	C WEENE	O TO TO A COO TO DISPOSYM ON INSTRUCTIONS
-4.	CURRENT INTELLIGENCE ANALYSTS FILES		
5X1A	These are collections of all source containing intelligence information relating to and Middle East. Files are maintained by the Branch or individual analysts and used in preparing contributions for OCI publications, NIS, and briefings.		
	a. Source Material - consists of information reports, cables, clippings, rough drafts extracts and other source documents. Files are maintained by country and then by library code number.	70.0	Temporary. Screen files periodicall and destroy obsolete material, except that inactive material which is determined to have future value may be transferred to the Records Center for two years then destroy.
(1 <b>B</b> )	b. Card Files - consist of 5 x 8	5.0	Temporary. Destroy when information becomes obsolete or no longer needed for reference purposes.
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MIDDLE EAST AFRICA DIVISION South Asia    TIEM	Γ		Approved For Release 2001/03/03 : CA	-RPP78-	<b>u7.35.7A000100230002-7</b> 23-72	25X1A
MIDDLE EAST AFRICA DIVISION South Asia    TEM   CITILE, DESCRIPTION, DERMOGRET, AND INCLUSIVE DATES)   CUBEC FT.		entr	RECORDS CONTROL SCHEDULE			
1. BRANCH PRODUCTION FILES  a. Clippings File - contains items clipped from the Bulletin or Review that were contributed by this Branch. Files are maintained by country and chronologically there under for convenience of reference by Branch personnel. (1960 to present)  b. Special Reports - contain briefings to various committees, contributions to special cables, and special briefings. Maintained by subject category for Branch reference. (1954 to date)  2. REFERENCE PUBLICATIONS FILES  Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Mags, Gazeteers, Handbooks, Foreign Newspapers and others.  3. LIBRARY MATERIAL  These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic						Acres 7
1. BRANCH PRODUCTION FILES  a. Clippings File - contains items clipped from the Bulletin or Review that were contributed by this Branch. Fils are maintained by country and chronologically there under for convenience of reference by Branch personnel. (1960 to present)  b. Special Reports - contain briefings to various committees, contributions to special cables, and special briefings. Maintained by subject category for Branch reference. (1954 to date)  2. REFERENCE PUBLICATIONS FILES  Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others.  3. LIBRARY MATERIAL  These are books relating to areas of Branch interest. Included are Handbooks on Temporary. Return to the Library who no longer needed for reference purposes.	-		FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)			5
clipped from the Bulletin or Review that were contributed by this Branch. Fils are maintained by country and chronologically there under for convenience of reference by Branch personnel. (1960 to present)  b. Special Reports - contain briefings to various committees, contributions to special cables, and special briefings. Maintained by subject category for Branch reference. (1954 to date)  2. REFERENCE PUBLICATIONS FILES  Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others.  3. LIBRARY MATERIAL  These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic	ŀ	1.				
ings to various committees, contributions to special cables, and special briefings. Maintained by subject category for Branch reference. (1954 to date)  2. REFERENCE PUBLICATIONS FILES  Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others.  3. LIBRARY MATERIAL  These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic  Screen periodically and destroy obsolete material.			clipped from the Bulletin or Review that were contributed by this Branch. Fils are maintained by country and chronologically there under for convenience of reference by Branch personnel.		for one year then incorpora source background files. S	te in
Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others.  3. LIBRARY MATERIAL  These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic  8.0 Temporary. Destroy FBIS clippings after three months; destroy other when superseded.  7. Temporary. Return to the Library when no longer needed for reference purposes.			ings to various committees, con- tributions to special cables, and special briefings. Maintained by subject category for Branch		Screen periodically and des	tely.
various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others.  3. LIBRARY MATERIAL  These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic  after three months; destroy other when superseded.  Temporary. Return to the Library when no longer needed for reference purposes.		2.	REFERENCE PUBLICATIONS FILES			
These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic 30.0 Temporary. Return to the Library who no longer needed for reference purposes.			various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign	8.0	after three months; destroy	ippings other
X1A  Branch interest. Included are Handbooks on longer needed for reference purposes.  International Statistics, Economic		3.	LIBRARY MATERIAL			
	X1A		Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic	30.0	no longer needed for refere	Library whence
	L		Approved For Release 2001/03/03 : CIA	CEC	670474000400000000	

FORM NO. 139 USE PREVAPPROVED FOR Release 2001/03/03 : CIA-ROPT/ 107317A000100230002-7

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ITEM NO.		Ver UME	7317A0001004349942m/ INSTRUCTIONS
<b>94.</b>	CURRENT INTELLIGENCE ANALYSIS FILE		
A	Consists of collections of source material containing intelligence information relating to	84.0	Temporary. Screen periodically and destroy inactive material when no longer needed.
	maintained on Branch level and contain information reports, cables, clippings, extracts, and various source documents which are used by the analysts to prepare items for OCI publications and briefings. Filed by country and according to library code system.		
5.	RESEARCH MATERIAL FOR NIS PROGRAM		
	Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters.	4.0	Temporary. Screen periodically a destroy inactive material when no longer needed.
6.	MAP SAFE		
X A	Contains geographical, political, economic, tribal, historical and reference by the analysts.	15.0	Temporary. Destroy when obsolete no longer needed for current reference.
	reference by the analyses.		
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FORM NO. 1394 USE PREVIOUS RECORDS CONTROL SCHEDULE - CONTROL SHEET

<b>'98</b>			RECORDS CONTROL SCHEDULE	CONCURRENCE		
Δ	CE, DIVISION	-	AFRICA DIVISION -		SIGNATURE	25X′
			TITLE DIVIDION	•	Deputy Chief, MEAD/OCI	ry June
ITEN NO.	(T	TLE,	FILES IDENTIFICATION DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTI	ONS
1.	. BRANC	Н Р	PRODUCTION FILES			
,		a.	Clipping Books - Consist of ite contributed by the Branch and published in the CIB and Weekli (1962 to present)		Temporary. Destroy after Review files annually and clippings more than 3 year	destroy
		b.	Special Reports - these are ite contributed by the Branch for special reports, briefings or as special assignments. Record copies are filed at Division level.		Temporary. Destroy when no longer of current inte	
		c.	Special Projects - material maintained on an eyes only basis for special projects within the Branch.	10.0	Temporary. Destroy mater becomes inactive.	cial as it
A		d.	The handbook. Our branch distributes to intereste branches.		Temporary. Destroy when no longer of current inte	
2	. LIBR	ARY	MATERIAL			
		y S	oks and journals including the Geries, Encyclopedias, Commentary ers relating to the Arab states.	, 12.0	Temporary. Return to the when no longer needed for purposes.	

ITEM NO.	APPICES IDENTIFICATION 200 1703/03 . CIA	LINGUINEO.	17317A00010023HJ9HZon Instructions
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3.	CURRENT INTELLIGENCE ANALYSTS FILES		
	These are collections of all source documents containing intelligence infor-		
А			
	a. Source Material Files. Filed by country and library code number.	136.0	Temporary. Review files periodical and destroy material no longer need except that inactive material determined to have future value may be transferred to the Records Center for a two year period then destroy.
	b. Misc press clippings, Comint, State prelims.	3.0	Temporary. Destroy on a weekly ba or after 2 months, or when materia is no longer needed.

	RECORDS CONTROL SCHEDULE		CONCURRENCE
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MIDD	LE EAST AFRICA DIVISION - North & East Afri	ca Br.	Deputy Chief, MEAD/OCI 29 from 79
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	These are collections of all source documents containing intelligence information relating to Africa. (North & East) Files are maintained by the Branch or analysts according to area of assignment and are used for reference in preparing items for publications or briefings.  a. Source Material - contains information reports, cables, extracts, notes, clippings, and other documents. Filed by country and library code number.		Temporary. Screen files periodicall and destroy material that is obsolet or no longer needed for reference purposes except that material which is determined to have future value may transferred to Records Center for twyears then destroyed.
2.1	b. Card Files - consist of 3 x 5 and 5 x 8 card files containing information on personalities, bibliographics, business organi- zations, political organizations, and other areas of interest to analysts. LIBRARY MATERIAL	1.0	Temporary. Return to the Library who no longer needed for reference purpo
	Books relating to areas and topics in which Branch is interested. Used for reference purposes.	10.0	Temporary. Return to the Library when no longer needed for reference purposes.

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ITEM NO.	Approx(82) 1700/1748(8488 2001/03/03 : 🗘	7-KM5-6	7/31/A00010023090201 INSTRUCTIONS
3.√	RESEARCH MATERIAL FOR NIS PROGRAM	1	
1			
	Cables, airgrams, US and foreign	6.0	Temporary. Screen files periodically
	government reports, mainly of current		and destroy material that is obsolete or no longer needed for reference pur-
	nature, dealing with Branch countries, used to keep researchers au courant		poses except that material which is
	during the period of preparation of		determined to have future value may
	specific NIS chapters.		be transferred to Records Center for
	Specific Was and control	•	two years then destroyed.
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FILES IDENTIFICATION LE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)  TINTELLIGENCE ANALYSIS FILES These are collections of all source ents containing intelligence information to West Africa. Files aintained by the Branch or analysts ling to area of assignment and are for reference in preparing items ablications or briefings.  Source Material - contains information reports, cables, extracts,	VOLUME (CUBIC FT.)	TITLE Deputy Chief, MEAD/OCI DATE TO June 75
FILES IDENTIFICATION LE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)  TO INTELLIGENCE ANALYSIS FILES These are collections of all source ents containing intelligence information relating to West Africa. Files aintained by the Branch or analysts ling to area of assignment and are for reference in preparing items ablications or briefings.  Source Material - contains informa-	VOLUME	Deputy Chief, MEAD/OCI
THE DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)  THE INTELLIGENCE ANALYSIS FILES  These are collections of all source ents containing intelligence informately to West Africa. Files aintained by the Branch or analysts ling to area of assignment and are for reference in preparing items ablications or briefings.  Source Material - contains informa-		. DISPOSITION INSTRUCTIONS
Chese are collections of all source ents containing intelligence informered relating to West Africa. Files aintained by the Branch or analysts ling to area of assignment and are for reference in preparing items ablications or briefings.  Source Material - contains informa-		
ents containing intelligence infor- n relating to West Africa. Files aintained by the Branch or analysts ling to area of assignment and are for reference in preparing items ablications or briefings.  Source Material - contains informa-		
	660	
notes, clippings, and other docu- nents. Filed by country and library code number.	66.∂	Temporary. Screen files periodicall and destroy material that is obsolet or no longer needed for reference purposes except that material which is determined to have future value may be transferred to Records Center for two years then destroyed.
RY MATERIAL		
Consists of books, journals, etc. For reference purposes.	30,0	Temporary. Return to Library when r longer needed for reference purposes
RCH MATERIAL FOR NIS PROGRAM		
Cables, airgrams, US and foreign ment reports, mainly of current e, dealing with Branch countries, to keep researchers au courant during eriod of preparation of specific NIS ers.	60.0	Temporary. Screen files periodicall and destroy material that is obsolet or no longer needed for reference pu poses except that material which is determined to have future value may be transferred to Records Center for two years then destroyed.
2 2 2 2 2	or reference purposes.  CH MATERIAL FOR NIS PROGRAM  ables, airgrams, US and foreign ment reports, mainly of current , dealing with Branch countries, o keep researchers au courant during riod of preparation of specific NIS	or reference purposes.  CH MATERIAL FOR NIS PROGRAM  ables, airgrams, US and foreign ment reports, mainly of current , dealing with Branch countries, o keep researchers au courant during riod of preparation of specific NIS

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MIDDLE EAST AFRICA DIVISION Southern Afric	ca Branch	THILE Deputy Chief, MEAD/OCI 29 fune 72
TEM FILES IDENTIFICATION  (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1. ✓ CURRENT INTELLIGENCE ANALYSIS FILES		
These are collections of all source documents containing intelligence information relating to Southern Africa. Fill are maintained by the Branch or analysts according to area of assignment and are used for reference in preparing items fo publications or briefings.	es	
Source Material - contains information reports, cables, extracts, not clippings and other documents. Fil by country and library code number.	es, ed	Temporary. Screen files periodical and destroy material that is obsoled or no longer needed for reference purposes except that material which determined to have future value may transferred to Records Center for to years and then destroyed.
2. ✓ LIBRARY MATERIAL		
Consists of books, journals, etc. used for reference purposes.	1.0	Temporary. Return to Library when longer needed for reference purpose
3. ✓ RESEARCH MATERIAL FOR NIS PROGRAM		
Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters.	8.0	Temporary. Screen files periodical and destroy material that is obsole or no longer needed for reference purposes except that material which is determined to have future value may be transferred to Records Cente for two years and then destroyed.

FORM NO. 139 USE PREVIOUS 1 JAN 56 139 EDITIONS.

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FFICE	, DIVISION, BRANCH		SI Commence and a selection	in a the material of the second with the second
WE	STERN HEMISPHERE DIVISION, OFFICE OF THE CH	IEF	TITLE Chief Western Hemi	sphere Div. 15 June 1972
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	D	ISPOSITION INSTRUCTIONS
1.	DIVISION ADMINISTRATIVE FILES  Contains time and attendance records, travel memoranda, inventory memoranda, duty rosters, training requests, polls and surveys, personnel memoranda, security memoranda, Agency notices and regulations, functional directories of CIA and other U.S. Government agencies.	10.0	Temporary.	Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.
2.	PRODUCTION FILES  Consists of copies of substantive memoranda, briefings, and regular publications concerning countries under the Division's jurisdiction and books of clippings from OCI publications.	26.0	Temporary.	Destroy after two years, except for clip books which are kept indefinite
3.	REFERENCE PUBLICATIONS  Handbooks, NIS, research aids, technical manuals, etc. Basic or background use.	2.0	Temporary.	Destroy when obsolete or replaced.
4.	BOOKS AND PERIODICALS  Consists of unclassified publications from the Library or on indefinite loan.	25.0	Temporary.	Return books to Library. Destroy publications when no longer needed.
5.	COLLATERAL LOGS	1.0	Temporary.	Destroy 10 years after documents shown on forms are downgraded, transfer to Records Center, destr or send outside control points.

FORM NO. 139 USE PRE Approved For Release 2001/03/03: CIA-SUPPE 173

20.0	Temporary.	Screen files periodically and destroy that material no longer needed. Material
	Temporary.	and destroy that material
		no longer needed Material
		having future value may be transferred to Records Center.
12.0	Temporary.	Destroy when no longer needed.
2.0	Temporary.	Used until they wear out; destroy when no longer
		needed.

<b>₽</b>	RECORDS CONTROL SCHEDULE	EUNÉI.		-72 25X1A	
	DIVISION. BRANCH ERN HEMISPHERE DIVISION - NORTHERN BRANCH	TITLE DATE C 20 19 19			
WEST.	ERN HEMISPHERE DIVISION - NORTHBRA BRINGE		CHIEF, NORT	HERN BRANCH 25 may 19	
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	DISPOSITION INSTRUCTIONS			
1 1	BRANCH ADMINISTRATIVE FILES  Consists of non-substantive memoranda, inter-office correspondence, personnel data, OCI and CIA notices.	2.0	Temporary.	Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.	
2	BRANCH PRODUCTION  Consists of copies of substantive memoranda, briefings, and regular publications, concerning areas under the Division's jurisdiction.	3.0	Temporary.	Destroy after four month	
3	REFERENCE PUBLICATIONS  Handbooks, research aids, technical manuals, etc. Basic or background use.	4.0	Temporary.	Destroy when obsolete or replaced	
4	BOOKS AND PERIODICALS  Consists of unclassified publications, from the Library or on indefinite loan.	17.0	Temporary.	Return books to Library, destroy when no longer needed.	
5	INTELLIGENCE WORKING FILES  Various all source material pertaining to the countries covered by the Division. Used by the analysts.	68.0	Temporary.	Screen files periodicall and destroy that materia no longer needed except that inactive material determined to have futur value may be transferred to the Records Center fo a two-year retention period then destroyed.	

Approved For Release 2001/03/03 : CIA-R-PR78-07317A000100230002-7

ITEM NO.	Approved For Release 2001/03/03 : Ci/	VOLUME	<del>8-07317A0001</del>	ODISPOSTI ION	INSTRUCTION	is
, We as		PLUME	. 4			
6	RESEARCH FILES	7.0	Temporary.	Destroy	when no	longer
	Various all source material pertaining to basic research to the countries covered by the Division. Used by the research assistant.					
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	RECORDS CONTROL SCHEDULE	UREI -		CONCURÉENCE
FFICE.	DIVISION. BRANCH		SIGNAT	er to the second of the second
WE	STERN HEMISPHERE DIVISION - SOUTH AMERICA E	EAST BRAS	ICH South Amo	rica Fact Branch June 19
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	D D	ISPOSITION INSTRUCTIONS
1	BRANCH ADMINISTRATIVE FILES			
	Consists of non-substantive memoranda, inter-office corresponsence, personnel data, OCI and CIA notices.	6.0	Temporary.	Destroy when obsolete or no longer needed. Retain in current file area. Screen file annually.
2	BRANCH PRODUCTION FILES			
	Consists of copies of substantive memoranda, briefings, and regular publications concerning areas under the Branch's jurisdiction.	4.0	Temporary.	Destroy after four months
3	REFERENCE PUBLICATIONS			
	Handbooks, research aids, technical manuals, etc. Basic or background use.	4.0	Temporary.	SDestroy when obsolete or replaced.
4	BOOKS AND PERIODICALS			
	Consists of unclassified publications, from the Library or on indefinite loan.	16.25	Temporary.	Return books to Library.
5	INTELLIGENCE WORKING FILES		,	
	Various all source material pertaining to the countries covered by the Branch. Used by the analysts.	23.0	Temporary.	Screen files periodicall and destroy that materia no longer needed. Materi having future value may transferred to Records Center.

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EM NO.	Approxed	SECULI		
6	RESEARCH FILES			
·	Various all source material pertaining to basic research to the countries covered by the Division. Used by the research assistant.	17.0	Temporary. Destroy wheeded.	ien no longer
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FORM NO. 139a ESTRECTIONS RECORDS CONTROL SCHEDULE CONTINUATION SHEET

	RECORDS CONTROL SCHEDULE		23-70			
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r C M Tr	RN HEMISPHERE DIVISIONSouth America West	Branch		ef, South DATE West Branch		
TEM	THE CONTRACT CATION	DISPOSITION INSTRUCTIONS				
10.	(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	(CUBIC FT.)				
1	BRANCH ADMINISTRATIVE FILES					
	Consists of non-substantive memoranda, inter-office correspondence, personnel data, OCI and CIA notices.	4.0	Temporary.	Destroy when obsolete on no longer needed. Retain in current file area. Screen file annually.		
2	BRANCH PRODUCTION FILES					
	Consists of copies of substantive memoranda, briefings, and regular publications concerning areas under the Branch's jurisdiction.	2.0	Temporary.	Destroy after four months.		
3	REFERENCE PUBLICATIONS					
	Handbooks, research aids, technical manuals, etc. Basic or background use.	9.0	Temporary.	Destroy when obsolete or replaced.		
4	BOOKS AND PERIODICALS					
	Consists of unclassified publications from the Library or on indefinite loan.	15.0	Temporary.	Return books to Library		
5	INTELLIGENCE WORKING FILES					
	Various all source material pertaining to the countries covered by the Branch. Used by the analysts.	38.0	Temporary.	Screen files periodical and destroy that materi no longer needed. Mate having future value may by transferred to Recor Center.		

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RESE	EARCH FILE	:S							
Vari	ious all s basic rese	ource mater earch to the	e countrie	es	9.0	Temporary.	Destroy needed.	when no	long
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FORM NO. 139a USE PREVIOUS RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

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	RECORDS CONTROL SCHEDULE		CONCURRENCE				
ਜਿਸ	DIVISION, BRANCH ICE OF CURRENT INTELLIGENCE FERN HEMISPHERE DIVISION - CARIBBEAN BRANCH		TITLE Chief, Cari	bbean Branch	15 June 1972		
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS				
1 1	BRANCH ADMINISTRATIVE FILES  Consists of non-substantive memoranda, inter-office correspondence, personnel data.	1.0	Temporary.	Destroy when no longer nee in current for Screen files	eded. Retain ile area.		
2	BRANCH PRODUCTION FILES  Consists of copies of substantive memo- randa, briefings, and regular publications concerning areas under the Branch's jurisdiction.	1.0	Temporary.	Destroy afte:	r four months		
3	REFERENCE PUBLICATIONS  Handbooks, research aids, technical manuals, etc. Basic or background use.	22.0	Temporary.	Destroy when replaced.	obsolete or		
4	BOOKS AND PERIODICALS  Consists of unclassified publications from the Library or on indefinite loan.	32.5	Temporary.	Return books	to Library.		
5	INTELLIGENCE WORKING FILES  Various all source material pertaining to the countries covered by the Branch. Used by the analysts.	86.0	Temporary.	and destroy no longer ne Material hav	ing future transferred		

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